

**TOWN OF TIVERTON  
SEEKING APPLICANTS FOR  
POLICE/FIRE PER DIEM DISPATCHERS**

The Town of Tiverton is currently accepting applications for the position of per diem police/fire dispatchers.

Dispatch applicants must be United States citizens, and possess a High School diploma or equivalent. Qualified dispatch applicants shall demonstrate an ability to communicate by receiving and dispatching fire, police and ambulance emergency service calls to appropriate authorities and personnel using a variety of communicating methods and equipment. Selected candidates must also have the ability to operate computers, base radios, and other similar equipment and perform associated clerical responsibilities.

Forward completed applications to Town Clerk, 343 Highland Road, Tiverton, RI 02878 to be received no later than 2PM on Friday, March 16, 2012. Applications must be submitted in a sealed envelope marked "Police Dispatcher".

Applications are available at Town Clerk's Office, 343 Highland Road, Tiverton, RI, the Tiverton Police Department 20 Industrial Way or on the website [www.tiverton.ri.gov](http://www.tiverton.ri.gov).

Tiverton is an Affirmative Action/Equal Opportunity Employer  
Nancy L. Mello, Town Clerk

# TOWN OF TIVERTON, RHODE ISLAND

*Thomas Blakey*  
Chief of Police

## **APPLICANT INFORMATION – POLICE/FIRE PER DIEM DISPATCHERS**

### **Application Requirements:**

1. Must Possess a valid drivers license
2. Must be a minimum of 18 years of age
3. Must be a United States Citizen
4. Must possess a high school diploma or equivalent

### **Documents Needed:**

1. Copy of birth certificate and citizenship papers (if you are a naturalized U.S. citizen.)
2. Copy of your high school diploma and/or transcripts showing college study.
3. photo copy of your valid driver's license

**Selection Process:** The applicants should possess the following characteristics:

Applicants shall demonstrate the ability to communicate by receiving and dispatching emergency calls for service.

Applicants should have the ability to operate and utilize a variety of communication equipment.

Demonstrate an ability to use computers, CAD software, radio base stations and other equipment  
And perform associated clerical responsibilities.

Applicants must be personable and interact well with the co-workers and the public.

**COMPLETED APPLICATIONS MUST BE SUBMITTED TO THE TOWN CLERK'S OFFICE NO LATER THAN 2: 00 P.M. FRIDAY, MARCH 16, 2012.**

Completed applications must be forwarded to the Tiverton Town Clerk's Office, C/O Tiverton Town Hall, 343 Highland Road, Tiverton, R.I. 02878.

APPLICATIONS MUST BE SUBMITTED IN A SEALED ENEVELOPE MARKED

“POLICE/FIRE DESPATCHER/RECORD CLERK

The Tiverton Police Department is as Equal Opportunity Employer

Tiverton Police Headquarters  
20 Industrial Way  
Tiverton, Rhode Island 02878

## POLICE/FIRE DISPATCHER APPLICATION FOR EMPLOYMENT

This application must be typed or clearly printed in ink. All items in this application must be filled in completely, correctly and truthfully, to the best of your knowledge, and signed by the applicant. Any applications that are incomplete and/or illegible may be rejected by the Town of Tiverton.

### SECTION I - PERSONAL HISTORY

NAME: Last		First		Middle	
PRESENT HOME ADDRESS		CITY		STATE	ZIP CODE
MAILING ADDRESS - If Different					
DATE OF BIRTH (MM/DD/YR)		SOCIAL SECURITY NUMBER		HOME TELEPHONE NUMBER	
ARE YOU A RESIDENT OF R.I.? YES <input type="checkbox"/> NO <input type="checkbox"/>		IF NO, THEN WHAT STATE?		ARE YOU A CITIZEN OF THE U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>	
ARE YOU A LICENSED AUTOMOBILE OPERATOR? YES <input type="checkbox"/> NO <input type="checkbox"/>		OPERATOR LICENSE NUMBER		STATE	
HAS YOUR LICENSE EVER BEEN SUSPENDED OR REVOKED? IF YES, WHAT STATE AND REASON. YES <input type="checkbox"/> NO <input type="checkbox"/> STATE _____ REASON _____					
HAVE YOU EVER SUBMITTED AN APPLICATION FOR EMPLOYMENT WITH THE TIVERTON POLICE DEPARTMENT? IF YES, LIST DATES. YES <input type="checkbox"/> NO <input type="checkbox"/> DATES _____					
HAVE YOU EVER SUBMITTED AN APPLICATION WITH ANY OTHER LAW ENFORCEMENT AGENCY IN THE U.S.? IF YES, INDICATE THE AGENCY/S AND THE DATE/S OF THE APPLICATIONS. YES <input type="checkbox"/> NO <input type="checkbox"/>					
AGENCY			DATE		

THE TOWN OF TIVERTON IS AN EQUAL OPPORTUNITY EMPLOYER

## SECTION II - EDUCATION

DATES				SCHOOLS / COLLEGES			
FROM		TO					
MO.	YR.	MO.	YR.				
				HIGH SCHOOL		MAJOR	DIPLOMA OR DEGREE
				ADDRESS	CITY / TOWN	STATE	
				COLLEGE OR UNIVERISTY		MAJOR	DIPLOMA OR DEGREE
				ADDRESS	CITY / TOWN	STATE	
				COLLEGE OR UNIVERSITY		MAJOR	DIPLOMA OR DEGREE
				ADDRESS	CITY / TOWN	STATE	
				OTHER EDUCATIONAL INSTITUTIONS		MAJOR	DIPLOMA OR DEGREE
				ADDRESS	CITY / TOWN	STATE	

WERE YOU EVER SUSPENDED, DISMISSED, OR EXPELLED FROM ANY OF THE ABOVE SCHOOLS OR ANY OTHER EDUCATIONAL INSTITUTIONS, DURING YOUR SCHOLASTIC CAREER?

YES ☐ NO ☐ SCHOOL \_\_\_\_\_ DATE \_\_\_\_\_ TYPE OF ACTION \_\_\_\_\_

LIST ANY AWARDS, HONORS, CITATIONS, POSITIONS HELD IN SCHOOL ORGANIZATIONS, ATHLETIC ENDEAVORS, OR OTHER SPECIAL RECOGNITION YOU HAVE RECEIVED WHILE ATTENDING SCHOOL

1.

### SECTION III - FORMER ADDRESSES

LIST CHRONOLOGICALLY ALL OF YOUR RESIDENCES IN THE PAST TEN YEARS, INCLUDING THOSE IN THE MILITARY (OFF BASE) AND THOSE WHILE AWAY FOR SCHOOL IF APPLICABLE. PLEASE ACCOUNT FOR ALL TIME. USE ANOTHER SHEET OF PAPER IF NECESSARY.

DATES				STREET ADDRESS	CITY	STATE	ZIP
FROM		TO					
MO.	YR.	MO.	YR.				

### SECTION IV - MILITARY SERVICE RECORD

Read and Answer **ALL BOXES** within this section, if applicable.

HAVE YOU EVER SERVED ON ACTIVE DUTY IN THE ARMED FORCES? YES <input type="checkbox"/> NO <input type="checkbox"/>		BRANCH OF MILITARY SERVICE	
HIGHEST RANK ATTAINED:      DATE COMMISSIONED (if applicable)		TYPE OF DISCHARGE BASIS OF DISCHARGE	
SERIAL NUMBER      DATES OF ACTIVE DUTY (MM/DD/YY)  FROM    /    /    TO    /    /		WAS ANY TYPE OF DISCIPLINARY ACTION TAKEN AGAINST YOU WHILE IN THE SERVICE? YES <input type="checkbox"/> NO <input type="checkbox"/> ACTION:	
HAVE YOU OR ARE YOU NOW SERVING IN A MILITARY RESERVE UNIT? IF YES, THEN WHAT BRANCH?		YES <input type="checkbox"/> NO <input type="checkbox"/>	BRANCH:
HAVE YOU OR ARE YOU NOW SERVING IN A NATIONAL GUARD UNIT? IF YES, THEN WHAT UNIT?		YES <input type="checkbox"/> NO <input type="checkbox"/>	

### SECTION V - EMPLOYMENT HISTORY

LIST ALL EMPLOYMENT CHRONOLOGICALLY, INCLUDING SUMMER AND PART-TIME EMPLOYMENT, FOR THE LAST FIVE YEARS. BE SURE TO ACCOUNT FOR TIME WHILE UNEMPLOYED, IF APPLICABLE. ALL TELEPHONE NUMBERS ARE MANDATORY

COMPANY NAME		NAME OF SUPERVISOR	TELEPHONE (    )
ADDRESS / CITY / STATE			
SALARY / WAGES		TYPE OF WORK	POSITION
STARTING DATE /    /		ENDING DATE /    /	REASON FOR LEAVING

## SECTION V - EMPLOYMENT HISTORY (continued)

COMPANY NAME	NAME OF SUPERVISOR	TELEPHONE (     )
ADDRESS / CITY / STATE		
SALARY / WAGES	TYPE OF WORK	POSITION
STARTING DATE /     /	ENDING DATE /     /	REASON FOR LEAVING

COMPANY NAME	NAME OF SUPERVISOR	TELEPHONE (     )
ADDRESS / CITY / STATE		
SALARY / WAGES	TYPE OF WORK	POSITION
STARTING DATE /     /	ENDING DATE /     /	REASON FOR LEAVING

COMPANY NAME	NAME OF SUPERVISOR	TELEPHONE (     )
ADDRESS / CITY / STATE		
SALARY / WAGES	TYPE OF WORK	POSITION
STARTING DATE /     /	ENDING DATE /     /	REASON FOR LEAVING

COMPANY NAME	NAME OF SUPERVISOR	TELEPHONE (     )
ADDRESS / CITY / STATE		
SALARY / WAGES	TYPE OF WORK	POSITION
STARTING DATE /     /	ENDING DATE /     /	REASON FOR LEAVING

HAVE YOU EVER BEEN DISMISSED OR FORCED TO RESIGN FROM A POSITION?

YES ☐ NO ☐

IF YES, GIVE NAME OF EMPLOYER \_\_\_\_\_

## SECTION VI - CHARACTER REFERENCES

LIST THREE REFERENCES, WHO ARE REPUTABLE CITIZENS OF THEIR COMMUNITIES, AND ARE WILLING TO ATTEST TO YOUR CHARACTER AND REPUTATION. LIST THOSE WHO HAVE KNOWN YOU FOR AT LEAST FIVE YEARS, PREFERABLY THE LAST FIVE YEARS. (DO NOT INCLUDE ANY PRESENT OR PAST EMPLOYERS. ANY RELATIVES BY BLOOD OR MARRIAGE, OR SCHOOL TEACHERS).

COMPLETE NAME	OCCUPATION			NO. OF YEARS KNOWN
RESIDENCE ADDRESS	CITY	STATE	ZIP	TELEPHONE (     )
BUSINESS ADDRESS	CITY	STATE	ZIP	TELEPHONE (     )

COMPLETE NAME	OCCUPATION			NO. OF YEARS KNOWN
RESIDENCE ADDRESS	CITY	STATE	ZIP	TELEPHONE (     )
BUSINESS ADDRESS	CITY	STATE	ZIP	TELEPHONE (     )

COMPLETE NAME	OCCUPATION			NO. OF YEARS KNOWN
RESIDENCE ADDRESS	CITY	STATE	ZIP	TELEPHONE (     )
BUSINESS ADDRESS	CITY	STATE	ZIP	TELEPHONE (     )

## SECTION VII - COURT RECORDS

HAVE YOU EVER PLED GUILTY, NOLO CONTENDRE, OR BEEN CONVICTED OF ANY MISDEMEANOR OR FELONY OFFENSE?

YES ☐ NO ☐ IF YES, LIST ANY CONVICTIONS BELOW.

DATE	PLACE AND DEPARTMENT	CHARGE (S)	FINAL DISPOSITION

## SECTION VIII - DRIVING RECORD

LIST ALL MOTOR VEHICLE VIOLATIONS YOU HAVE RECEIVED OVER THE LAST TEN YEARS.

DATE	VIOLATION	POLICE DEPARTMENT	DISPOSITION

LIST ALL ACCIDENTS YOU HAVE BEEN INVOLVED IN WHILE OPERATING A MOTOR VEHICLE OVER THE LAST TEN YEARS.

DATE	TYPE	POLICE DEPARTMENT	WERE YOU INJURED?	WERE YOU FOUND AT FAULT?
			YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
			YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
			YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
			YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

## PERSONAL QUESTIONNAIRE

LIST ANY SPECIAL SKILLS OR TRAINING YOU HAVE ACQUIRED THAT WOULD BE BENEFICIAL TO THE TIVERTON POLICE DEPARTMENT. (INCLUDE ANY LANGUAGE SKILLS, FIREARMS TRAINING, COMPUTER SKILLS, ETC.)

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LIST ANY AWARDS, CERTIFICATES, OR HONORS RECEIVED, OTHER THAN THOSE LISTED UNDER "SECTION II - EDUCATION" OF THIS APPLICATION.

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LIST ANY PUBLIC SERVICE OR COMMUNITY ACTIVITIES IN WHICH YOU ARE CURRENTLY INVOLVED OR HAVE BEEN INVOLVED IN PAST YEARS.

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## PERSONAL QUESTIONNAIRE (continued)

IS THERE ANYTHING IN YOUR BACKGROUND OR PERSONAL HISTORY THAT WOULD ADVERSELY AFFECT YOUR ABILITY TO PERFORM THE DUTIES AND RESPONSIBILITIES OF A DISPATCHER? YES ☐ NO ☐ IF YES, EXPLAIN BELOW.

I HAVE READ THIS APPLICATION AND THE ENTRIES MADE HEREIN, AND HEREBY STATE THAT ALL SUCH STATEMENTS MADE BY ME ARE TRUE. I UNDERSTAND THAT ANY FALSE OR MISLEADING INFORMATION GIVEN IN THIS APPLICATION MAY SERVE AS THE BASIS FOR DISMISSAL FROM THE RECRUIT SELECTION PROCESS AND/OR EMPLOYMENT WITH THE TOWN OF TIVERTON.

I AGREE TO THESE CONDITIONS, AND I HEREBY CERTIFY THAT ALL STATEMENTS MADE BY ME ON THIS APPLICATION ARE COMPLETE, CORRECT AND TRUTHFUL TO THE BEST OF MY KNOWLEDGE.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_